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Office Memorandum • UNITED STATES GOVERNMENT
RECORDS MANAGEMENT DIVISION

TO : Chief, Records System Branch
Records Management Division/MS
25X1 THRU : Comptroller []
FROM : Area Records Officer, Office of the Comptroller

DATE: 21 July 1954

SUBJECT: Change in Custodianship of Vital Material

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1. Reference is made to your memorandum dated 9 June 1954 to the Services Officer [] in which a request was made that custodianship of Agency Regulatory Issuances and Agency and Non-Agency forms used in CIA be transferred from the Office of the Comptroller to the Management Staff.

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2. It was noted from the June 1954 quarterly report of Vital Materials that one Agency Regulatory Issuance, Records Management Program Guide [], deposited in September 1953, is still filed with the Office of the Comptroller records.

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3. It is requested that custodianship of the Records Management Program Guide [] be transferred to the Management Staff. Concurrence for this transfer was furnished by the Comptroller on 10 June 1954.

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